



## City of Des Moines, Washington

### JOB DESCRIPTION



## CITY MANAGER

Regular, Full-time

### Nature of Work

The City Manager serves as the chief administrative officer of the City, assuming full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of the City, including public safety, economic development, community development, public works, operations and maintenance, parks, recreation, facilities, marina and administration. Reporting to the City Council, the City Manager is responsible for the efficient operation of municipal services; personnel administration; budget development and control; and the enforcement of City laws and ordinances. This position provides policy guidance to and coordinates the activities of top management staff; facilitates the development and implementation of long and short range plans, policies, goals, objectives, and programs to provide the City with technical and administrative direction in meeting and maintaining City service standards; ensures public services are delivered in an efficient and effective manner; and provides highly complex administrative support to the City Council including implementing policy decisions made by the City Council. Duties include maintaining effective relationships and communications with the City Council and other City boards, city employees, and the general public, and maintaining public and media relations. Work is subject to general review by the City Council in terms of program evaluating, analysis of accomplishments, and analysis of reports.

### Essential Functions

- Assumes full management responsibility for all City operations; assesses ongoing operational needs through department heads and determines best organizational structure to meet goals and objectives; develops, recommends, and administers policies and procedures.
- Directs the development and implementation of the City's goals, objectives, policies and priorities.
- Establishes, within City policy and subject to budget constraints, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates, through department heads, the work plan for the City; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.
- Assesses and monitors work load, administrative support systems, and internal reporting relationships; identifies opportunities for improvement and implements as appropriate.
- Selects, motivates, evaluates personnel; resolves personnel concerns and issues.
- Oversees the development and administration of the City budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Keeps Council advised of financial conditions, program progress, and present and future needs of the City.

- Explains, justifies, and defends City programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Attends City Council and other City board or committee meetings personally or through subordinates and provides technical advice and assistance as required.
- Serves as a resource for the City Council, department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Under policy direction by the City Council, plans and formulates major City programs and activities; plans and supervises program implementation.
- Formulates personnel policies and supervises the administration of human resource programs including recruiting, classification, compensation, and employee/labor relations.
- Establishes liaison with federal, state and county agencies, other cities, and governmental associations; attends meetings personally or through subordinates; keeps informed of their programs and activities.
- During legislative sessions, keeps abreast of the effect of proposed legislation on municipal government and lends support to legislation as necessary.
- Maintains public relations to include responding to media inquiries, issuing press releases, making presentations, attending community events, and by other means.
- Participates in and keeps abreast of community affairs; responds to media inquiries, City Council concerns and issues, and community needs.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Prepares reports and recommendations for the City Council regarding City needs and capabilities, financial status, program effectiveness, and the effect of new or proposed legislation on municipal government.
- Performs all duties as may be prescribed by City Council action; directs the preparation of plans and specifications for work that the City Council orders.
- Establishes and maintains cooperative, effective working relationships with the City Council, City staff, and the general public using principles of good customer service.

### **Necessary Knowledge, Skills, and Abilities**

#### *Knowledge of:*

- Operations, services and activities of a municipality.
- Advanced principles and practices of public administration and local government administration.
- Principles and practices of fiscal and strategic planning.
- Principles and practices of municipal finance and budget preparation and administration.
- Principles and practices of policy development and implementation.
- Principles and practices of program development and administration.
- Government, council, and local and state legislative processes.
- Organizational and management practices as applied to the analysis and evaluation of City programs, policies and operational needs.
- Methods of analyzing, evaluating and modifying administrative procedures.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, other levels of government, and the private sector.

*Ability to:*

- Manage and direct the operations, services, and activities of a municipality.
- Develop and administer City-wide goals, objectives, policies, procedures, work standards and internal controls.
- Plan, organize and direct the work of staff.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Negotiate and resolve complex issues.
- Be politically attuned.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community, and representatives of other agencies and organizations.
- Effectively present information to top management, public groups, and/or boards.
- Exercise sound, independent judgment within general policy guidelines
- Represent the City Council to the general public and representatives of other agencies.
- Deal constructively with conflict and develop consensus.
- Gain cooperation through discussion and persuasion.
- Demonstrate tact and diplomacy with the public.
- Communicate clearly, concisely, and effectively, both orally and in writing.
- Establish and maintain positive, effective working relationships with those contacted in the course of work.

**Education and Experience Requirements**

- Bachelor's degree in public administration, business administration or a related field; and
- Ten years of progressively responsibility experience in municipal government including five years as city manager, assistant city manager, or department head.
- A master's degree in public administration or a related field is preferred.
- An equivalent combination of experience and education may also be considered.

**Special Requirements**

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

**Working Conditions and Physical Abilities**

- Responsibilities require working extended hours including frequent evenings to attend meetings and occasional weekends. Work is performed in an office environment with some travel to different sites throughout the City, and outside City boundaries to attend meetings. The position requires continuous decision making, interpersonal skills, teamwork, creativity, customer service, training/supervision, performance of basic and advanced math, discretion, presentation/teaching, problem analysis, negotiation, mentoring, independent judgment and/or action; and the ability to read, understand, write and speak English.
- The position requires continual talking, hearing, and sitting; frequent fingering, feeling, grasping, handling and repetitive motion of hands and wrists; occasional standing, walking; rare reaching, bending, and climbing. Must be able to push, pull, lift, and carry 20 pounds, to operate office equipment requiring fine coordination including use of a computer keyboard, and to travel to other locations using various modes of private and commercial transportation.

**Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

**General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2016.